

SALARY NARRATIVE QUESTIONNAIRE AND JUSTIFICATION FORM

Eligible Recipient: _____ Project Number: _____-03

County Name: _____ County Code: _____

Check one: ☐ The institution has met the negotiated state Performance Standards and Measures.
☐ The institution has not met the negotiated state Performance Standards and Measures.

(NOTE: Perkins funds may not be used to supplant funds from non-Federal sources. (20 USC 7371(b)). See Item C of the Statement of Assurances)

Complete a form for EACH salary requested.

Expenditure Category (100-100, 200-100): _____ Position Title: _____

I. Explain how the proposed full- or part-time grant-funded salary will assist the grantee to improve performance on one or more of the outcomes (state standards) of the negotiated Performance Standards and Measures and FY2003 objectives.

Address one or more of the following:

- Academic Proficiency - AP
- Vocational-Technical Skill Proficiencies - VT
- Evidence of Completion - C
- Placement Achievement - P
- Nontraditional Training - NT

◆ **NARRATIVE DESCRIPTION:** (Insert response here and/or on additional pages)

II. Responsibilities:

- A. Number of vocational-technical students the position will serve: _____
- B. List the primary job responsibilities of the position for which funding is requested. Include a copy of the board-approved job description, linking the specific tasks to the related primary job responsibilities. (attach separate page)

III. For portion of full-time salary:

- A. Percentage of contracted salary requested: _____%
- B. Percentage of employee's contracted time that the employee will work directly with students and/or teachers, as a result of the grant funds, to provide instruction for approved vocational-technical education programs: _____%

IV. For stipend, part-time salary or any salary above contract time:

Number of hours requested above contract time: _____ hours

District-approved hourly rate of pay, OR;

Flat rate stipend: \$ _____

Budget Detail Form

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PURPOSE OF THE PERKINS ACT

The purpose of the Perkins Act is to develop more fully the academic, vocational and technical skills of students by building on the efforts of states and localities to develop challenging academic standards. The purpose is also to promote the development of services and activities that integrate academic, vocational, and technical instruction, and that link secondary and postsecondary education for participating vocational and technical education students.

INSTRUCTIONS

The eligible recipient must provide strong justification for any and all proposed salary requests. **To satisfy this requirement**, answer Questions I - IV for Instructional Salaries (100-100) and Support Services Salaries (200-100). The narrative description and justification must cover July 1, 2002 through June 30, 2003.

1. Indicate the Eligible Recipient Name, Perkins Project Number, County Name and two-digit County Code in the spaces provided.
2. Check the box that applies to your district/college/agency regarding the negotiated Performance Standards and Measures. A grantee that **has** met the negotiated state Performance Standards and Measures has the latitude to use Perkins funds to address goals and objectives of the Multiyear Planning Document to promote reform, innovation, and continuous program improvement. However, a grantee that **has not** met one or more of the negotiated state Performance Standards and Measures is expected to focus the resources of their FY2003 Perkins Spending Plan to activities specifically designed to **improve performance** in these standards.
3. **DO NOT** combine requests or justifications for Instructional Salaries (100-100) and Support Services Salaries (200-100). Submit a separate narrative justification form for each proposed salary expenditure.
4. Begin the response to question IIB on a separate page, placing the question as the title at the top of the page.
5. For items III and IV, include the information relevant to the position for which funding is requested. Complete item III if the position is full-time. Complete item IV if the position is part-time, a stipend, or other salary above contracted time.
6. Submit the Perkins Spending Plan Salary Narrative Questionnaire and Justification Form with Budget Detail C - Salaries Form(s) for each proposed salary expenditure.